

FloridaPALM

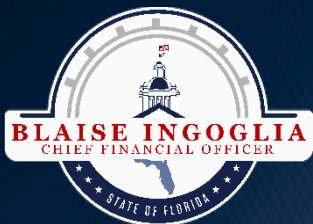
Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

AUGUST 6, 2026



Florida**PALM**
Planning, Accounting, and Ledger Management

Agenda

- ▶ Catch-Up Bank Files and End-to-End Deposit Testing
- ▶ Allotment Load into UAT Environment
- ▶ Task Spotlight
 - 681 – Submit Monthly Progress Report – Testing, Training, Cutover
 - 703 – Configuration & Conversion Workbooks
- ▶ OCM Minute
- ▶ Upcoming Task Due Dates
- ▶ Questions

Catch-Up Bank Files and End-to-End Deposit Testing After Refresh

► What?

At the start of the UAT Refresh period 8/24, deposit testing will begin for a range of bank file dates. The purpose of the testing approach outlined is to validate the plan for the catch-up process during cutover using bank files from July 1 – 17, 2026 over five (5) testing dates.

► Instructions

- Complete End to End Deposit Testing
- The Project Team will monitor and review deposit transactions daily to confirm agency activity and may reach out for questions regarding inactivity.

System Down Period <i>(No Processing)</i>	Bank Files Provided	Catch-Up Processing Period	Bank Files Provided
July 1 – 14	Prior to Day 1 for the System Down Period	July 15 – 17	Daily from Day 2 – 5 for the Catch-Up Processing Period



Catch-Up Bank Files and End-to-End Deposit Testing After Refresh

- **Testing Dates** - *All deposit testing must occur in the UAT environment, on the days indicated below*

Day	Testing Date(s)	Description
Day 1	August 24	The agency should plan to send deposit interfaces (ARI007 /ARI010) or create manual deposits for bank transactions received from July 1 to July 14 (the catch-up period). • The 7:00 PM Automatic Bank Reconciliation batch process will be for catch-up bank activity.
Day 2	August 25	The agency should plan to send deposit interfaces (ARI007/ARI010) or create manual deposits by 11:00 AM for bank transactions received July 15. Deposits entered after the 11:00 AM cut-off will be considered in the 7:00 PM Automatic Bank Reconciliation batch process. • The 11:00 AM Automatic Bank Reconciliation batch process will be for July 15 bank date only (e.g., new transactions). • The 7:00 PM Automatic Bank Reconciliation batch process will be for catch-up bank activity July 1 -July 15 (all un-reconciled transactions).
Day 3	August 26	The agency should plan to send deposit interfaces (ARI007/ARI010) or create manual deposits by 11:00 AM for bank transactions received on July 16. Deposits entered after the 11:00 AM cut-off will be considered in the 7:00 PM Automatic Bank Reconciliation batch process. • The 11:00 AM Automatic Bank Reconciliation batch process will be for July 16 bank date only (e.g., new transactions). • The 7:00 PM Automatic Bank Reconciliation batch process will be for catch-up bank activity July 1 - July 16 (all un-reconciled transactions).
Day 4	August 27	The agency should plan to send deposit interfaces (ARI007/ARI010) or create manual deposits by 11:00 AM for bank transactions received on July 17. Deposits entered after the 11:00 AM cut-off will be considered in the 7:00 PM Automatic Bank Reconciliation batch process. • The 11:00 AM Automatic Bank Reconciliation batch process will be for July 17 bank date only (e.g., new transactions). • The 7:00 PM Automatic Bank Reconciliation batch process will be for catch-up bank activity July 1 - July 17 (all un-reconciled transactions).
Day 5	August 28 - September 18 (including make-up period)	On the remaining days, testing will include any bank transactions or deposits that were not reconciled during the prior “days” (July 1 through July 17). • The 7:00 PM Automatic Bank Reconciliation batch process will be for catch-up bank activity July 1 - July 17 (all un-reconciled transactions).

Catch-Up Bank Files and End-to-End Deposit Testing After Refresh

► Resources:

- Knowledge Center Article - [Catch-Up Bank Files and End-to-End Deposit Testing After Refresh](#)
- Secure File Share (SFS) - **Confirm with RC access to SFS**
 - Banking and Deposit Data Files - *The Project is providing the information for July 1 – 14 prior to Day 1, so that agencies may prepare their files during the UAT Refresh downtime in August.*
- Agencies unable to follow / complete the testing approach outlined below should request a meeting through their Readiness Coordinator or contact the team at FloridaPALM@myfloridacfo.com.



Allotment Load into UAT Environment After Refresh – Due 8/14

► Who?

Agencies who have selected Track with Budget Control Option: AHCA, DBPR, DJJ, DMA, DOEA, DVA, FLHSMV

► What?

To facilitate the timely recording of agency budget allotments for Fiscal Year (FY) 2025–26 and FY 2026–27 in the User Acceptance Testing (UAT) environment, the Project is extending support to agencies that selected the Track with Budget Control option by assisting with the upload of their budget allotments during the UAT Refresh.

► Why?

Until allotments are recorded, the impacted agencies will receive budget errors on new transactions, such as vouchers processed in the UAT environment, and for their converted encumbrances from 2025/2026 and 2026/2027. Errors on the converted encumbrances mean that agencies cannot process payments against those encumbrances, until the allotments are processed for the related ChartFields

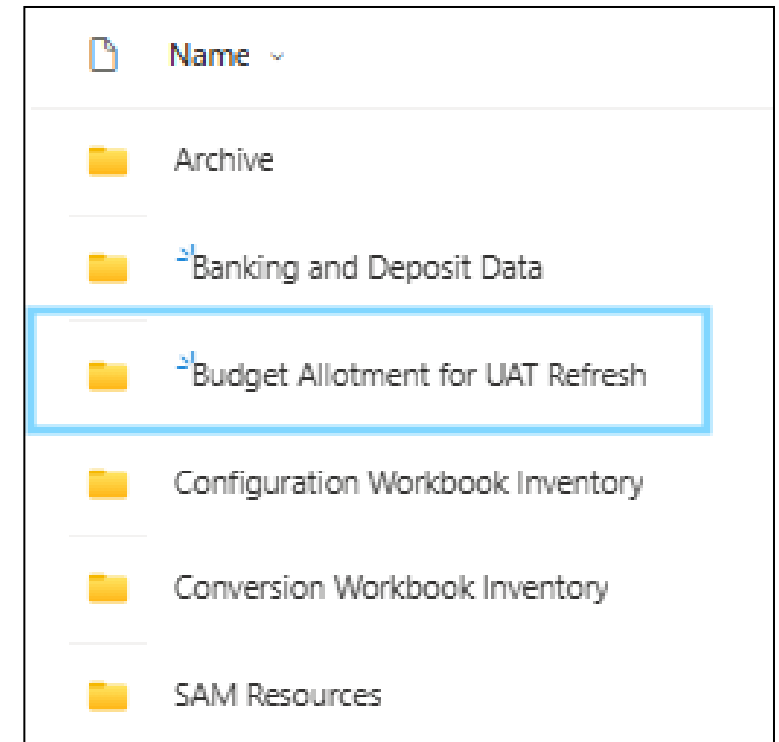
Allotment Load into UAT Environment After Refresh – Due 8/14

► Instructions -

- Prepare your agency's budget allotments using the KKI012 Inbound Budget Journal Spreadsheet Upload
- Submit to the SFS folder KKI012 Inbound Budget Journal Spreadsheet Upload containing Budget Periods 2026 and 2027 (one file, or two – one for each Budget Period)
- Notify RC once complete

► Resources:

- Knowledge Center Article – [Setting Up Agency Allotments for After UAT Refresh](#)
- Secure File Share (SFS) - *Confirm with RC access to SFS*
 - KKC001 Budget Conversion results to identify prior year budget balances
 - Florida PALM FLP_APPROPRIATION_BALANCES query for appropriation balances needed



Task 689 – Submit Monthly Progress Report - Testing, Training, Cutover – **Due 8/31**

► What's New?

- Role Mapping - The Role Mapping widget on the Dashboard has been updated to display the total number of end users listed in your Agency Role Mapping worksheet - Total Users to be added; Total Errors
- UAT Session Registration and Attendance - A new widget has been added to the UAT Execution section of your Dashboard to display the number of registrants and attendees for each of the Year End UAT In-Person Sessions.
- [UAT Proviso Requirements Questionnaire](#) (see supplemental document)
- Cycle 2 Interface Testing – Conclusion of testing; related information and resources have been removed.

Task 706 – Submit Configuration & Conversion Workbooks – **Due 8/21**

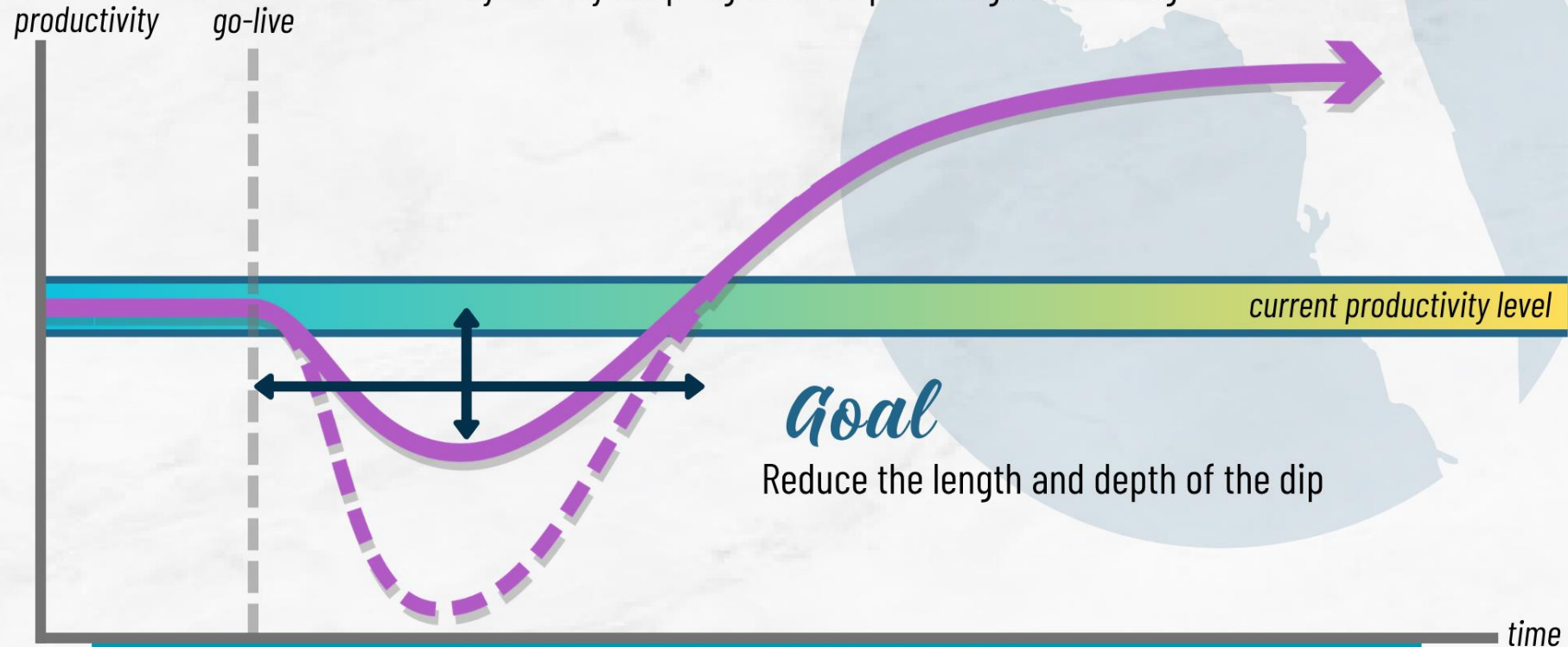
- ▶ Workbooks will close at 6pm on Friday 8/21 – to be used for Dry Run 3
- ▶ Workbooks must be complete and error free
- ▶ All Conversion Mapping Workbooks Open
 - Workbooks Refreshed Last Night:
 - PCC001
 - Location Code
- ▶ Any data in error will not be loaded for the Dry Run



REDUCE the J-CURVE

A J-Curve is a phenomenon of initial loss followed by a dramatic gain.

Lessen the impact of the productivity dip that can often occur when implementing a new system by adopting some helpful mitigation strategies.



HELPFUL MITIGATION STRATEGIES

Test

- Confirm all agency activities have been documented in a user story
- Ensure all user stories are tested and validated
- Test agency end-to-end processes

Train

- Develop and distribute agency-specific training materials
- Track end user training completion
- Ensure all end users have practiced job functions in UAT

Communicate

- Ensure all impacted stakeholders are aware of go-live
- Document and share agency expectations
- Let end users know how to get help

Task Reminders

Upcoming Due Dates:

Friday, August 21

- ✓ 704 – Maintain Role Mapping Worksheet
- ✓ 705 – Complete Data Cleansing in Preparation for Dry Run 3
- ✓ 706 – Submit Configuration & Conversion Workbooks

Monday, August 31

- ✓ 689 – Submit Monthly Progress Report – Testing, Training, Cutover

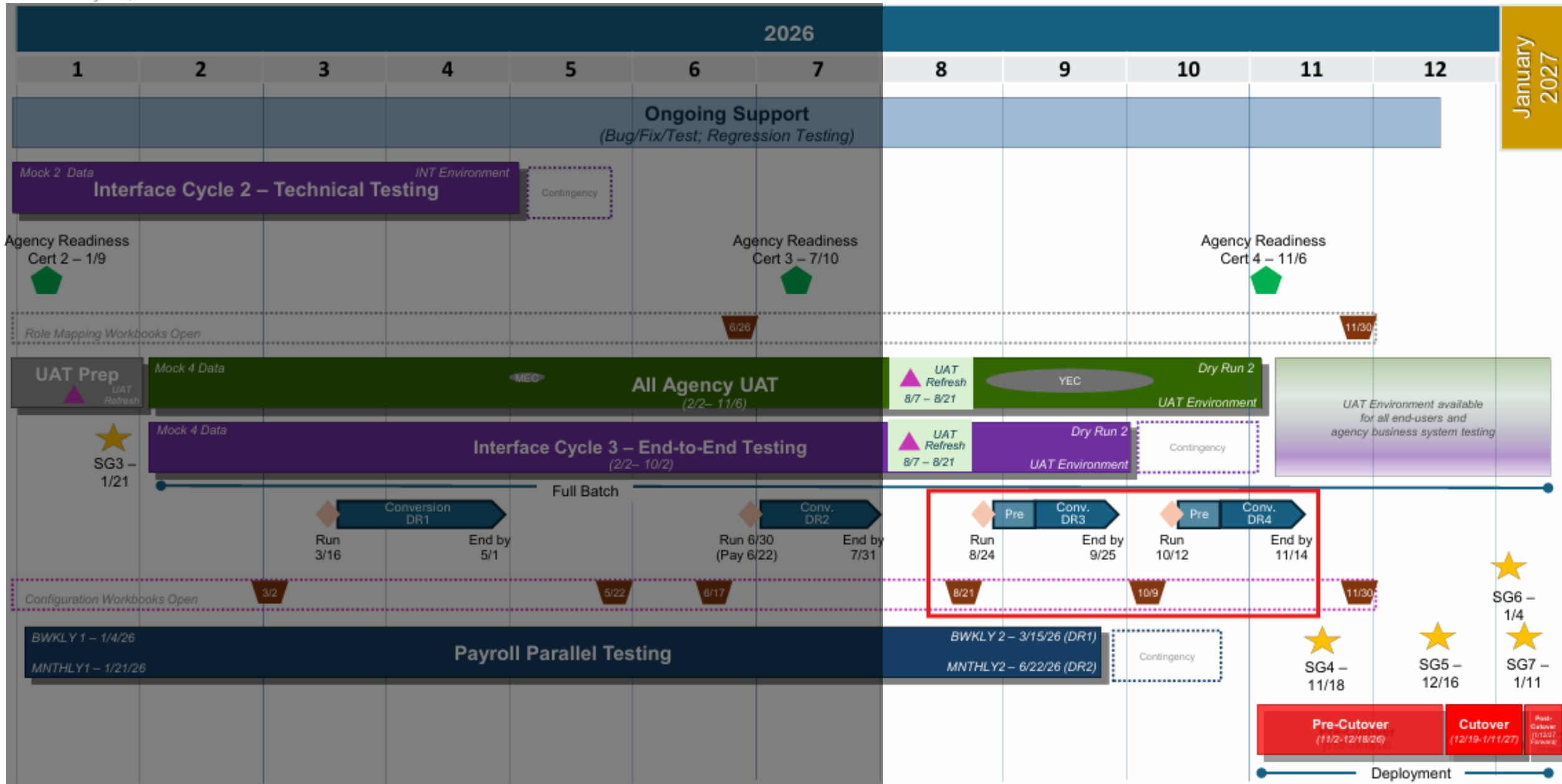
Friday, September 11

- ✓ 586 – Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live



Testing Timeline

As of July 21, 2026



Questions?



CONTACT US

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PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

KNOWLEDGE CENTER

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